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# Student Handbook

Waldron Learning Center  
Dorothy Legg Learning Center

## 2022-23

explore, dream, discover

- MARK TWAIN



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**214 Bishop Avenue, Coldwater, MI 49036**

Phone (517) 279-5820 | Fax (517) 278-5282

Darrin Adair, Ed.S., Director of Special Education

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This Student/Parent Handbook is based in part on policies adopted by the Board of Education. Those Board Policies are incorporated by reference into the provision of this Handbook. The Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue or policy, contact Darrin Adair, Ed.S., Branch ISD Special Education Director at (517) 279-5820.

Policies as available online at:

<http://www.neola.com/branchisd-mi/>

Adopted by the Board of Education on 8/24/22

# 2022-23 School Calendar

First Day for Students	Monday, August 22, 2022
No School	Friday, September 2, 2022
No School – Labor Day	Monday, September 5, 2022
Full Day, NO EARLY RELEASE	Wednesday, October 5, 2022
Student Picture Day	Monday, October 10, 2022
No School – PD Day ♦	Friday, October 14, 2022
Retakes – Student Pictures	Thursday, November 17, 2022
Half Day School	Wednesday, November 23, 2022
No School - Thanksgiving Break	November 24 & 25, 2022
Full Day, NO EARLY RELEASE	Wednesday, December 14, 2022
Half Day School	Friday, December 16, 2022
No School - Christmas Break	December 19, 2022 – January 2, 2023
School Resumes	Tuesday, January 3, 2023
No School - PD Day ♦	Monday, January 16, 2023
Full Day, NO EARLY RELEASE	Wednesday, February 8, 2023
Full Day, NO EARLY RELEASE	Wednesday, February 15, 2023
No School - PD Day ♦	Friday, February 17, 2023
No School - Farmer's Day/Pres. Day	Monday, February 20, 2023
Full Day, NO EARLY RELEASE	Wednesday, March 22, 2023
Half Day School	Friday, March 24, 2023
Spring Break	March 27 – 31, 2023
School Resumes	Monday, April 3, 2023
No School – Good Friday	Friday, April 7, 2023
Waldron Center Graduation	Thursday, May 18, 2023 - 5:30 p.m. Gym
No School – Memorial Day	Monday, May 29, 2023
Full Day, NO EARLY RELEASE	Wednesday, May 31, 2023
Last Day for Students - ½ Day	Tuesday, June 6, 2023

*Make-up days for school cancellations may be added to the end of the year.  
Calendar is subject to change ♦ PD = Professional Development Day*



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## Waldron Campus Faculty

**Aleman, Kristy** Paraprofessional/Nurse  
SXI Paraprofessional  
L.P.N. Glen Oaks Community College

**Alexander, Jana**, Social Worker  
M.S.W., Indiana Univ.

**Anderson, Gloria**  
SCI Paraprofessional

**Arlt, Laura**, SCI Paraprofessional  
Health Dept. Certified

**Barle, Bridget**, All Schools  
Physical Therapist  
A.S. Saxion University - The Netherlands

**Bergmann, Sherry**  
MoCI Paraprofessional

**Black, Elizabeth**  
MoCI Paraprofessional

**Burke, Maurine**, SXI Instructor  
Elementary CI  
Eastern Michigan University

**Coan, Sarah**, Special Education Office  
Administrative Assistant

**Denbrock, Claudia** Paraprofessional/Nurse  
L.P.N. Glen Oaks Community College

**Dowell, Johnnie**  
MoCI Paraprofessional

**Dyer, Angela**  
MoCI Paraprofessional

**Gaborik, Adah**  
SCI Elementary Paraprofessional

**Guest, Elizabeth**, MoCI Instructor  
Autism Spectrum Disorder K-12  
M.A. Oakland University

**Hart, James**  
Custodian

**Hawkins, Sarah**, Psychologist Intern  
B.A. Univ. of Michigan  
M.A. Michigan State Univ.

**Iveson, Robin**, Waldron Learning Center  
Administrative Assistant  
B.A. Marketing, Western Michigan Univ.

**Jablonski, Rachel**  
Kitchen & SCI Paraprofessional

**Jackson, Becky**, VI Consultant  
M.A. Western Michigan University

**Kontowsky, Lisa**, Transition Instructor  
K-12 CI; Secondary Mathematics  
B.S. Eastern Michigan University

**Lyon, Bonnie**, Pathways  
Paraprofessional

**Lytle, Derek**, Dorothy Legg Center  
Paraprofessional

**Mallow, Lynette**, Transition Instructor  
Secondary CI  
M.A. Western Michigan University

**Manson, Jesse**, All Schools  
Physical Therapist Assistant  
Assoc. Applied Science, Solex College

**Marshall, Krista**, SCI Instructor  
M.S. University of St. Francis

**Maxson, Jenni**, All Schools  
Certified Occupational Therapy Assistant  
Assoc. Applied Science, Brown Mackie College

**McGuire, Annie**, Social Worker  
M.S.W., Indiana University

**McKinley, Beth**  
SCI Paraprofessional

**McLatcher, Betty**, Pathways  
Paraprofessional

**Miller, Lisa**, Pathways  
Paraprofessional

**Morick, Kathy**  
SCI Elementary Paraprofessional

**Ostrander, Sara**, Transition  
Paraprofessional

**Pelissier, Kristi**, Dorothy Legg Center  
Lead Instructor

**Porter, Briannah**  
MoCI Paraprofessional

**Porter, Nicholas**  
MoCI Paraprofessional

**Post, Gerianne**, Paraprofessional/Nurse  
L.P.N. So. Central Mich. School of Nursing

**Raymond, Hillary**, MoCI Instructor  
M.A. Oakland University

**Ritter, Kristi**, Paraprofessional/Nurse  
L.P.N. Glen Oaks Community College

**Roop, Trista**, SCI Instructor  
Early Childhood PreK-K LD  
M.A. Western Michigan University

**Strock, Shannon**, All Schools  
Physical Therapist  
B.S. University of Illinois at Chicago

**Terrasi, David**, Psychologist  
Sp.A. Eastern Michigan University

**VanAuker, Jacob** Dorothy Legg Center  
Paraprofessional

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**VanAuker, Tami** Special Education Office  
Special Education Secretary  
**Wilson, LeAnne**  
SCI Elementary Paraprofessional  
**Wright, Gina**, R.N. School Nurse  
A.A. Kellogg Community College  
A.A. KVCC Pre-Occupational Therapy  
**Wright, Tom**  
Head Custodian  
**TBD**, Pathways Instructor  
Transition CI  
**TBD**, Transition  
Paraprofessional

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## Foreword

This handbook summarizes current Board policy and School rules as of July 1, 2020 and supersedes any prior handbook and other written material. If any of the policies or guidelines referenced herein are revised after July 1, 2020, the language in the most current Board Policy or administrative guidelines prevails. Questions regarding this handbook can be addressed to Darrin Adair, Ed. S, Director of Special Education at (517) 279-5820.

## Equal Educational Opportunity

It is the policy of this District to provide an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should immediately contact the District's Compliance Office:

Darrin Adair, Ed.S.  
214 Bishop Avenue  
Coldwater, MI 49036  
adaird@branch-isd.org  
(517) 279-5820

Diane Shiery  
370 Morse Street  
Coldwater, MI 49036  
shieryd@branch-isd.org  
(517) 279-5730

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## School Hours

Dorothy Legg Learning Center, Pathway to Independence, and Waldron Learning Center:

8:10 a.m. – 2:55 p.m., M, T, Th., F, Early Release Wed. @ 1:40 p.m.

Half Day – 8:10 a.m. – 11:20 a.m.

Office Hours ..... 7:00 a.m. – 3:30 p.m.



## Statement of Compliance with Federal Law

The Branch Intermediate School District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Branch Intermediate School District Board of Education that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any program or activity in which it is responsible for which it receives financial assistance from the U.S. Department of Education. File grievance to the following: BISD Assistant Superintendent of Special Education, Section 504/ADA/Mich. Handicap Coordinator, Special Education Office, 214 Bishop Avenue, Coldwater MI 49036, (517) 279-5802 or BISD Assistant Superintendent of Finance and Operations Compliance Coordinator, 370 Morse Street, Coldwater MI 49036, (517) 279-5737.







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## Our Vision

Our vision is to provide a learning environment without barriers, using a teamwork approach to support student independence, communication, and employment skills with the implementation of evidence-based practices to meet the individual and unique needs of our students.

## Our Mission

The Waldron Learning Center staff is a team of positive, professional educators who are dedicated to helping students find success by achieving their maximum level of independence and employment with their own voice.

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## Board of Education

370 Morse Street • Coldwater, MI 49036  
Phone (517) 279-5730 • Fax (517) 279-5766

Ken Norton ..... President  
Michael Beckwith ..... Vice President  
John Bolton ..... Secretary  
Chantal Paxton ..... Treasurer  
Bart Marshall ..... Trustee  
Kristine Jenkins ..... Superintendent

## Office of Special Education

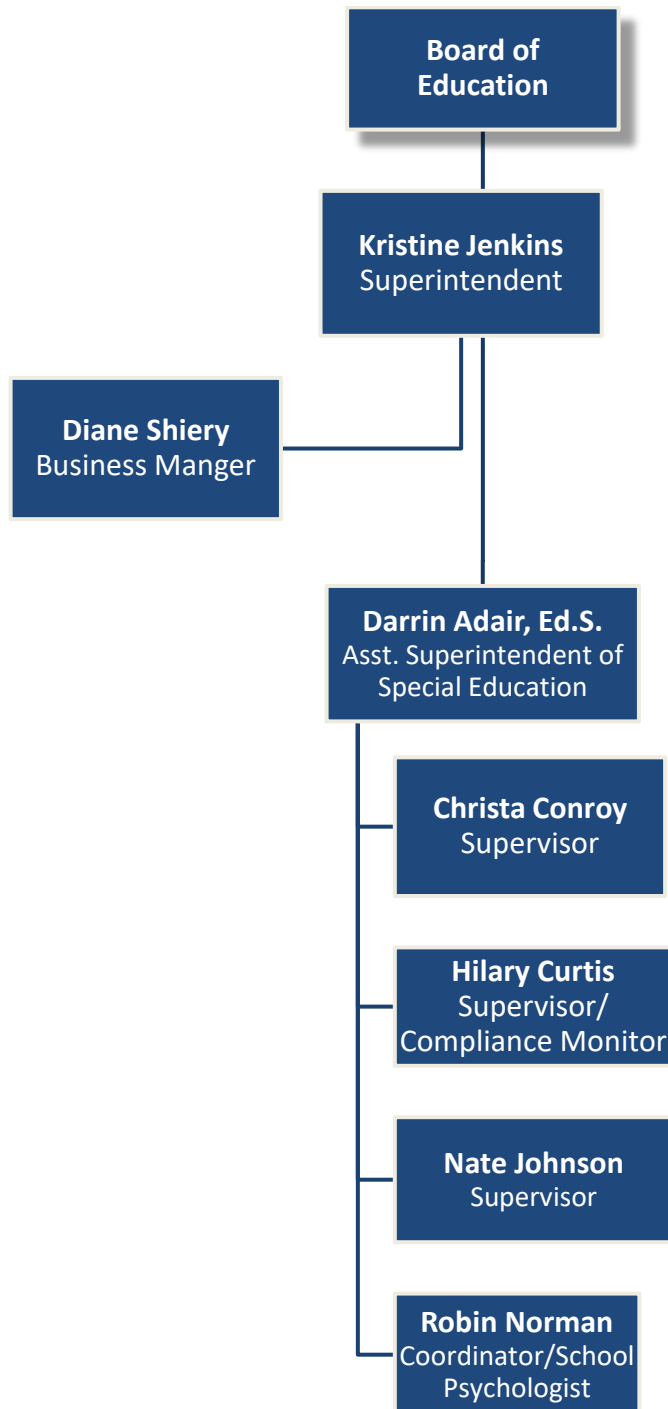
214 Bishop Avenue • Coldwater, MI 49036  
Phone (517) 279-5820 • Fax (517) 278-5282

Darrin Adair, Ed.S. .... Assistant Superintendent of Special Education  
Christa Conroy ..... Supervisor  
Hilary Curtis ..... Supervisor/Compliance Monitor  
Nate Johnson ..... Supervisor  
Robin Norman ..... Coordinator, School Psychologist  
Jana Alexander ..... Social Worker  
Callie Butchart ..... Social Worker  
Annie McGuire ..... Social Worker  
Sarah Hawkins ..... Psychologist  
David Terrasi ..... Psychologist  
Gina Wright, R.N. .... School Nurse



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## Branch ISD Special Education Organizational Chart





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## GENERAL INFORMATION

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### ATTENDANCE/LATE ARRIVALS

(Board Policy 5200) - The compulsory education laws require a parent to have the child in school (MCL380.1561.et.seq.). If a child is repeatedly absent, tardy, or dismissed early from school without a valid excuse and if attempts to confer with the child's parent or guardian fail, the attendance officer will be notified. Frequent or prolonged absence/tardiness without satisfactory reason may be grounds for legal action.

#### **Tardiness/Late Arrivals - (Board Policy 5230)**

In order to benefit fully from the educational program of the District, it is necessary that a student be in attendance throughout the school day.

The school shall require advanced notice (if possible) for any absences in writing and shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the supervisor.

No student shall be released to anyone whose has not been pre-authorized on the student information sheet.

If there is no custody order on file, the school will presume that the student may be released into the care of either parent.

A student is **tardy** to class when he or she has missed less than thirty (30) minutes of that class period. A student will be assigned an **absence** if he or she misses more than thirty (30) minutes of a class period.

#### **Absences are categorized as follows:**

##### **1. Excused Absences**

- illness with a doctor's note or parent's phone call/note
- death in the immediate family
- conference with School Social Worker or Administrator
- approved family vacations (minimum one-week notice)
- student subpoenaed to court
- religious holiday observation

In all cases, a written note must be provided within 48 hours of return to school or absence will be unexcused. Notes may be provided by parent, guardian or student 18 years or older.

##### **2. Unexcused Absences**

Unexcused absences are those absences which are not authorized by parent/guardian or school officials. It is important to remember that absences are explained by the parent/guardian, but it is the decision of the administration as to whether an absence is excused.



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### **3. Non-Chargeable Absences:**

Non-chargeable absences are those absences that are school-related absences such as field trips, performances, or special school events.

Students will be allowed no more than 10 days absent during a semester. If a student fails to attend regularly scheduled classes without a proper excuse, the student is considered truant. Truancy may result in action under compulsory education laws.

Absence Codes:

U = Unexcused absence  
E = Excused  
R = School Related Absence  
C = Court related absence  
S = Suspended

Extended illness or other extenuating circumstances may be grounds for waiving the ten (10) day limit on absences. This will be determined by a building administrator or designee. Students appealing their absences must provide documented evidence for every absence they accumulated during the semester.

Parents who know their son or daughter will not be in school should call the school office at 279-5820 prior to the start of the school day and report reason for absence.

All students must sign out and have proof of parental permission if leaving early.

### **School Truancy**

If a student fails to attend regularly scheduled classes without having a proper excuse, the student is considered truant. Truancy may result in action under compulsory education laws.

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the teacher of the class to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Please note that the Waldron Campus chooses not to provide perfect attendance awards because there are students with health conditions that will not allow them to be in attendance every school day.

### **Pathway Program Only (Students 18 years or older)**

Attendance is an important criterion in transitioning students to work experience. In order for a student to be considered eligible for work placement, they shall not miss more than five (5) days of school unless a student's absence is due to a medical condition or has otherwise been excused by the program instructor. It shall be the decision of the employer and program instructor on whether the student may continue in the program once five absences have occurred.

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## **CELL PHONES/WIRELESS COMMUNICATION DEVICES**

*(Board Policy 5136)* - Possession of a Wireless Communication Device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of District policy or otherwise engages in misuse of this privilege.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a day suspension, loss of privileges, and may be recommended for expulsion.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day, if necessary.

## **CHANGE OF ADDRESS/INFORMATION**

If you experience a change of address, phone number, employment, work hours, etc., be sure to notify the School office. This basic information is extremely important for emergency purposes and helps us keep our records up-to-date.

## **CHILD ABUSE/NEGLECT**

*(Board Policy 8462)* - Each professional staff member employed by this District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The staff member shall immediately call the local office of Department of Human Services and the District shall secure prompt medical attention as necessary.

The staff member shall also immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

## **COMPUTER TECHNOLOGY & NETWORKS**

*(Board Policy 7540.03)* – Student Education Technology Acceptable Use & Safety.

Before any student may take advantage of the school's computer network and the internet, they must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to disciplinary action or referral to law enforcement authorities.

Staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class

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sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy.

## **CLOSINGS & DELAYS – INCLEMENT WEATHER**

*(Board Policy 8410)* - If the school must be closed or the delayed because of inclement weather or other conditions, the School will notify the following radio and television stations. Parents and students are responsible for knowing about emergency closings and delays:

### Phone Alerts

WWMT (TV Channel 3) ..... Kalamazoo <https://wwmt.com>

WOOD (TV Channel 8) ..... Grand Rapids <https://www.woodtv.com>

SCHOOL MESSENGER, Waldron ..... 1-877-287-4409, robocall, sign up in Waldron Office

### Radio Stations

WTVB (AM-1590) ..... Coldwater  
(FM- 95.5)

WNWN (FM-98.5) ..... Coldwater/Battle Creek/Kalamazoo

WLKI (FM 100.3) ..... Angola, IN

WBET (FM 99.3) ..... Sturgis

### Television Stations

WWMT (TV Channel 3) ..... Kalamazoo

WILX (TV Channel 10) ..... Lansing

WOTV (TV Channel 41) ..... Battle Creek

WOOD (TV Channel 8) ..... Grand Rapids

## **Heat Advisory – School Closure for Waldron Center Summer School Program**

Our focus is to ensure that we provide our children with a safe environment while traveling to and from school. Due to the severity of student disabilities, we will not transport students on the bus when the temperature is 105° or higher. The decision not to hold classes or dismiss early will be made by the Special Education Director or his designee.

## **COMMUNICABLE DISEASE**

### **Casual Contact** *(Board Policy 8450)*

The Board of Education recognizes that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include: diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Michigan Department of Community/Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

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If a student exhibits symptoms of a communicable disease, the principal or designee will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed.

The Superintendent shall develop procedures for the control of communicable disease which shall include instruction of professional staff members in the detection of these common diseases and measures for their prevention and control; removal of students from District property to the care of a responsible adult; preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases; and filing of reports as required by statute and the State Department of Health.

**Non-Casual Contact (*Board Policy 8453*)**

The Board of Education seeks to provide a safe educational environment for both students and staff. This can be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (Human Immunodeficiency Virus);
- B. AIDS – (Acquired Immune Deficiency Syndrome);
- C. AIDS Related Complex (condition);
- D. HAV, HBV, HCV, (Hepatitis A, B, C);
- E. Other like diseases that may be specified by the State Health Department contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Special Education Director shall assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreements and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and Michigan Department of Education guidelines dealing with Homebound Instruction.

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## **DISRUPTION OF THE EDUCATION PROCESS**

Any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

## **DO NOT RESUSCITATE ORDERS (DNR) FOR MINOR STUDENTS**

*(Board Policy 5342)* - If a parent or legal guardian who is legally authorized to execute a "Do Not Resuscitate" order ("DNR Order") for a student provides the School Principal with a copy of a duly executed DNR Order compliant with the law and is substantially the same form as dictated by statute, the School Principal shall immediately provide the Superintendent with the DNR Order. The School Principal shall then:

- A. make sure a copy of the DNR Order is placed in the student's file
- B. contact the parent or legal guardian at the beginning of each school year to determine if the DNR Order is still in effect.
- C. provide actual notice of the DNR Order to each teacher and the School Nurse who provide direct service to the student.

If the School Principal received actual notice of a revocation of a DNR Order, s/he shall immediately provide the revocation to the Superintendent and the Superintendent, or his/her designee shall immediately place the revocation in the student file and provide actual notice of the revocation to each teacher and the School Nurse who provide direct service to the student.

An individual who determines that a minor student, while located at school, is wearing a do-not-resuscitate identification bracelet or an individual who has actual notice of valid DNR Order related to the minor student shall not attempt to resuscitate the minor student before an appropriate health professional arrives to assist.

## **DRESS CODE**

*(Board Policy 5511)* - The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program. Students have the right to dress in accordance with their gender identity, within the constraints of the dress code promulgated by the school.

Accordingly, the Superintendent or designee shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to educational purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving educational objectives because of blocked vision or restricted movement

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## **EMERGENCY DRILLS (FIRE, LOCKDOWN & TORNADO DRILLS)**

*(Board Policy 8420)* - The Superintendent or designee shall provide that documentation of a completed school safety drill is posted on the District's website within thirty (30) school days after the drill is completed and is maintained on the website for at least three (3) years.

The documentation posted on the website shall include: name of the school, school year, date and time of the drill, type of drill completed, name of individual(s) in charge of conducting the drill, and the signature of the school principal or his/her designee acknowledging the completion of the drill.

The school complies with all laws per State recommendations and local emergency authorities.

- Fire Drills ..... 5 drills per school year
- Tornado drills..... 2 drills per school year
- Lock down drills..... 3 drills per school year

## **EMERGENCY MEDICAL AUTHORIZATION/INJURY & ILLNESS**

*(Board Policy 5341)* - The District will annually distribute to parents or guardians of all students the Emergency Medical Authorization form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

Emergency medical authorization will be kept in a separate, easily accessible file at each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a District-related event, the staff in charge of the event must take the Emergency Medical Authorizations for those students.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in this policy and in Policy 5342 related to Do Not Resuscitate Orders.

## **ENROLLING IN THE SCHOOL**

There are several forms that parents are required to complete when enrolling students. For students who are enrolling at Branch ISD for the first time, a birth certificate, proof of residence and immunization record are required and must be provided during the first week of school. Students must be registered with their home school district prior to enrolling at Branch ISD.

For students who are 18 years of age or older, it is assumed that they are their own legal guardian unless parents provide proof of Guardianship.

## **FEES, FINES & SUPPLIES**

*(Board Policy 6152)* - The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies. The teacher or appropriate administrator may recommend useful supplies for these purposes.

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Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

## FIELD TRIPS

*(Board Policy 2340)* – The Board of Education recognizes that field trips are an educationally sound and important component in the instructional program of the schools.

Properly planned and executed field trips should:

- A. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. Help students relate school experiences to the reality of the world outside of school.

A teacher shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of field trip is altered, the teacher in charge shall notify the administrative superior immediately.

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

## FUNDRAISING

*(Board Policy 5830)* - The Board will permit student fund raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. Fund raising for school activities must be approved and managed by the Special Education Director or his designee.

## GUARDIANSHIP

The State of Michigan transfers right to individuals at the age of majority (18 years old). Therefore, all parental rights will transfer to the student upon reaching 18 unless a guardian has been appointed by the court.

When a student reaches the age of majority (18) and guardianship has not been established, the student becomes responsible for making all decisions regarding his/her future educational services. If the student is unable to make decisions independently, the school may assign a "surrogate" to work with the student. It is important to remember that **when young adults reach the age of 18, they automatically become their own legal guardians regardless of their level of disability**. Information on how to apply for guardianship for a student who is in need of this service after age 18 can be obtained from Pines Behavioral Health Services at (517) 278-2129.

## HEAD LICE POLICY

Waldron Learning Center adopts and follows the current version of the Michigan Head Lice Manual. This manual can be found at:

[https://www.michigan.gov/documents/Final\\_Michigan\\_Head\\_Lice\\_Manual\\_106828\\_7.pdf](https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf)



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If you are contacted that your child has head lice, the Waldron Learning Center policy for your child to return includes the following:

1. Parent must accompany their child to the school office with confirmation of treatment.
2. Designated school personnel will re-examine the student's hair: Student will be re-admitted to school if no live lice are found. If live lice are found and not removed, the student may not be re-admitted to class.

## HOMEBOUND INSTRUCTION

*(Board Policy 2412)* - The Board of Education shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for individual instruction shall be made by a parent, student, other care giver or a physician licensed to practice in this State. A physical must:

- A. certify the nature and existence of a medical condition;
- B. state the probable duration of the confinement;
- C. request such instruction;
- D. present evidence of the student's ability to participate in an educational program.

In the case of students under an IEP, the instruction is to begin within fifteen (15) days after the notification in order to arrange for a meeting of an I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by a physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an IEP.

The Board reserves the right to withhold homebound instruction when:

- A. a parent or other adult in authority is not at home with a student during the hours of instruction;
- B. the student is enrolled in a vocational education lab program that cannot be transferred to a home setting.

## HOMELESS STUDENTS

*(Board Policy 5111.01)* - Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.



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## **IMMUNIZATION**

*(Board Policy 5320)* - Students must meet the immunization requirements set by State for attendance at school in order to enroll or attend. Otherwise, students will be excluded from school.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

1. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication.
2. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

## **INDIVIDUALS WITH DISABILITIES**

*(Board Policy 2260.01)* - The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. For additional information see page 37 - Civil Rights.

## **INJURY & ILLNESS**

All injuries must be reported to a teacher or the school nurse. The school nurse will determine whether or not the student should remain in school or go home. If minor, the student will be treated and may return to class. If medical attention is required, the parents/guardians will be notified immediately. No student will be released from school without proper parental permission.

## **LIMITED ENGLISH PROFICIENCY**

*(Board Policy 2225)* - Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra- curricular program offered by the District. Parents should contact the school office at 279-5820 to inquire about evaluation procedures and programs offered by the District.

## **LOST & FOUND**

Students who have lost items should check with the school office. Unclaimed items will be given to charity or disposed of at the close of the school year.

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## LUNCH PROGRAM/MEAL SERVICE

*(Board Policy 8531)* - The Waldron Center has contracted with Coldwater Community Schools to provide school meals, and USDA shall be followed by all food service providers.

Free lunch is available for students who qualify. A USDA lunch application must be submitted to the school. If approved, the student will receive a free school lunch (including milk) at no charge to the parents/guardians. For 2022-23 the following prices have been established:

- \$2.94 School Lunch – includes milk
- .40 Reduced Lunch based on income.
- .55 Milk purchased separately

Students are not required to carry lunch money to school. The school will send a monthly invoice to the parents/guardians. Payment is expected upon receipt of the invoice. If a balance is unpaid by the following month, a Past Due notice will be sent. After the third month of non-payment, the school will send a final notice. Upon the fourth month of non-payment, the school will suspend a student's lunch account until full payment or payment arrangements have been made. If a student's lunch account has been suspended, the school will provide a peanut butter & jelly sandwich and milk until their balance is paid.

Parents can check their account balance online through Skyward at any time. Please contact the Waldron Center for a password and user name if you are interested in this service.

Checks should be payable to Branch ISD. Cash will be accepted but the school encourages checks as the safest method of payment because they are traceable. Money will be deposited in the student's account on the day it is received.

In the event of a student withdrawal from school, a refund will be issued to the parents or guardians within 30 days of the exit date.

Students are not to have food delivered from outside agencies, and students will not be allowed to leave the premises during the lunch period.

If your child will be arriving late to school but would like to receive a school lunch, parents must notify the school by 8:45 a.m.

## MEDICATIONS

*(Board Policy 5330)* - Questions concerning medication shall be directed to the school nurse.

For purposes of this policy, "medication" shall include prescription and non-prescription medication including those taken by mouth, by inhaler, those that are injectable and those applied as drops to eyes, nose, or medications applied to the skin. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Self-medication by the student will be permitted only if authorized in writing by both the parent and child's physician.

Any over the counter medication shall be given by the school nurse or trained designee with written consent of the parent and annual authorization from the physician.

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Only medication in its original container; labeled with the date if a prescription, physician's name, and name of prescribed medication, student's name, and exact dosage and frequency of administration will be administered. Parents or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff who are licensed registered professional nurses as described in the Michigan Revised School Code Section 380.1178 are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the administrative guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered professional nurse, physician, or licensed practical nurse, physician assistant.

All medications with the exception of emergency medication such as EpiPens will be kept in a locked storage case.

The Board shall permit the administration of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

**Epi-Pens** (*Board Policy 5330.01*) - Each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of Waldron Learning Center Nurse to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired at all locations operated by the District.

Only a licensed nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students.

Any person who administers an Epi-Pen injection to a student shall promptly notify his/her supervisor/school nurse or designee, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered

The Waldron Learning Center Nurse shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

**Opioid Antagonists** (*Board Policy 5330.02*) - Each school that chooses to have opioid antagonists available in the District shall have at least two employees who have been trained in the appropriate use and administration of an opioid antagonist. An opioid-related overdose is a condition including but not limited to extreme physical illness, decreased level of consciousness, respiratory depression or coma that results from the consumption or use of an opioid or another substance. Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911. At least annually, the school nurse shall report all instances in which an opioid antagonist was administered to a student.

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The school person who notifies the student's parents/guardians must encourage the parent or guardian to seek treatment for the student from a substance service program.

## **PARENT INVOLVEMENT**

*(Board Policy 2112)* - The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

## **PARENT RIGHTS**

*(Board Policy 5780)* - The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they response those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

*(Board Policy 2416)* - Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **SCHOOL CALENDAR**

*(Board Policy 8210)* - A School calendar is included in this handbook (see preface). School shall not be held on the following holidays in Michigan Public Schools:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If one (1) of these days falls on Sunday, the Monday following shall be a public holiday in the public schools.

The State requires 180 days and 1098 hours of instruction. For the Waldron Summer program (SCI and SXI programs) 200 days and 1150 hours of instruction is required. Hours lost due to strikes by District staff or to teacher conferences shall not be counted as hours of instruction.

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Students may be required to make up instructional time if more than six school days are canceled due to an Act of God (e.g. snow day).

## STUDENT RECORDS

*(Board Policy 8330)* - The Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard the student's personally identifiable information. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

If the parent or legal guardian of a student provides the District with notice that s/he/they have received a participation card issued by the attorney general under the address confidentiality program act, the District shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Superintendent, or his/her designee, shall develop a process to ensure that a student's participation in the address confidentiality program act is appropriately noted to avoid disclosure of this information to any person or entity.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Office of Special Education, 214 Bishop Avenue, Coldwater, MI 49036. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/ or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

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## STUDENT SALES

No student is permitted to sell any item or service in School without the approval from the school principal. Violation of this may lead to disciplinary action.

## TRANSPORTATION

*(Board Policy 8600)* – All school buses and student transportation vehicles, whether purchased, leased, or contracted for, shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used by the District, whether an employee or part of a contracted service, shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws. At the time of hire and on an ongoing basis, there will be a review of the operator's driving record, the status of their Commercial Driver's License, their physical ability to perform job-related functions with any necessary accommodations, and their participation in drug and alcohol testing as required by law. The license, a medical examiner's certificate, and record of continuing education must be in the driver's possession when driving.

In order for us to provide your child with safe and efficient transportation services to and from Waldron, we depend on your cooperation in following these guidelines:

- 1) Please call the Coldwater Bus Garage at 279-5950 whenever your child will not be riding the bus, or if you have any transportation issues; do not call Waldron. Call them as early as possible so they can make the appropriate route adjustments.
- 2) Bus drivers have been instructed to stop at assigned bus stops only. The Transportation Office must approve any changes in assigned stops.
- 3) The Transportation Information Form must be filled out and returned to school at the beginning of every new school year and should be updated as often as necessary.
- 4) Please see that your child is ready at least 5 minutes before their scheduled pick-up time. Bus drivers cannot wait more than 2-3 minutes past the normal pick-up time.
- 5) Students will be dropped off at their regular stop if someone is at home to receive him/her and the bus driver has made eye contact with someone at home. Written permission must be on file in order for a child to be dropped off without someone there to receive your child. If no one is home, the driver will contact the bus garage or Waldron in an attempt to locate the parent/guardian. They will then proceed to the alternate drop-off point. If no one is there, the child will be returned to Waldron or the Transportation Office.
- 6) If your child misses the bus, it is the responsibility of the parent/guardian to transport him or her to school.

When riding the bus, students must follow the rules developed by the Coldwater Schools' Transportation Department:

- a) Each student shall be seated upon entering the bus in the place assigned by the driver.
- b) Seat belts, as appropriate, should be fastened and worn.
- c) No student shall stand or move from place to place during the trip.
- d) Loud, boisterous or profane language or indecent conduct will not be tolerated.

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- e) Students shall not be allowed to scuffle, trip, hold, hit or throw things while on the bus.
  - f) There shall be no eating or drinking on the bus.
  - g) There shall be no antagonizing of other students on the bus.

If a student misbehaves on the bus, the following steps will be taken:

- 1<sup>st</sup> Offense - A misconduct form will be filled out by the driver and signed by the parent/guardian.
- 2<sup>nd</sup> Offense - The student may be suspended from the bus temporarily until a conference is held with the building principal, transportation supervisor and the parent.
- 3<sup>rd</sup> Offense - The student will be suspended from the bus until a conference is held with the building principal, transportation supervisor, and parent/guardian.

A serious offense with just cause could result in immediate suspension from the bus. A conference will be held as soon as possible. The Waldron Center will follow the transportation guidelines of the Coldwater Community Schools' Transportation Department.

## **VALUABLES (PERSONAL PROPERTY)**

Personal property brought to school will be with staff member permission only. If the student has such items at school that are disrupting the learning environment, the items may be confiscated. The school will not be responsible for condition or return of such items.

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School will not be liable for loss or damage to personal valuables.

## **VISITORS & VOLUNTEERS**

*(Board Policy 9150, 3120.09 & 4120.09)* - Access to students and classes must be brief and approved by the building administrator in advance. Classroom visitations must be non-obtrusive to the learning environment and should not occur on an excessive basis. Parents visiting classrooms need to be accompanied by a supervisor.

Volunteers are defined as a person who works at the district without monetary compensation. All volunteers shall be screened through: 1) the Sex Offenders Registry list, 2) the Internet Criminal History Access Tool (ICHAT) criminal history records check, and 3) the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

## **WITHDRAWAL FROM SCHOOL**

*(Board Policy 5130)* - Whenever a student wishes to withdraw from a District program, efforts shall be made to determine the underlying reason for such action and, when appropriate, District resources are used to assist the student to continue in the program.

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If the student makes the decision to withdraw, the constituent local district shall be notified and all District-owned supplies, materials, and equipment in the possession of or being used by the student shall be returned in proper condition.



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## SCHOOL CODE/DISCIPLINE

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The Board of Education is continually concerned about the safety and welfare of District students, staff, and citizens, and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

In compliance with State and Federal law, the Local Educational Agency Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

**Alternative Services** - Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy [5605](#) and Federal due process rights appropriate to these students. The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. For additional information see Board Policy [5611](#).

### ARSON

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and subject the student to expulsion.

### BULLYING & OTHER AGGRESSIVE BEHAVIOR

*(Board Policy 5517.01)* - It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/ guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/ or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/ or the results of the investigation.

### **Reporting**

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant

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principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/ or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal (or other administrator as designated) will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517-Anti-Harassment.

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The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/ False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/ aggressive behavior.

Making intentionally false reports about bullying/ aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

*"Aggressive behavior"* is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/ pushing/ shoving.

*"At School"* is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

*"Bullying"* is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/ or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- **Physical** - hitting, kicking, spitting, pushing, pulling; taking and/ or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **Verbal** - taunting, malicious teasing, insulting, name calling, making threats.
- **Psychological** - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/ shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

*"Harassment"* includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g. height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.) .

*"Intimidation/Menacing"* includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

*"Staff"* includes all school employees and Board members.

*"Third parties"* include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

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*For further definition and instances that could possibly be construed as Harassment, see Policy 5517.*

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## CARE OF SCHOOL PROPERTY

*(Board Policy 5513)* In accordance with law, students who cause damage to Board property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause. The Board may report to the appropriate juvenile authorities any student whose damage of Board property has been serious or chronic in nature.

## CIVIL RIGHTS

*(Board Policy 2260.01)* - Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or

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participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

The Board designates the following individuals to serve as the District's 504 Compliance Officers(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

Darrin Adair, Ed.S.  
214 Bishop Avenue  
Coldwater, MI 49036  
adaird@branch-isd.org  
(517) 279-5820

Diane Shiery  
370 Morse Street  
Coldwater, MI 49036  
shieryd@branch-isd.org  
(517) 279-5730

The District Compliance Officers will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See Below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing.

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education  
Office of Civil Rights – Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115  
Phone (216) 522-4970  
Fax (216) 522-2573  
TDD (216) 522-4944  
Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Web: <http://www.ed.gov/ocr>



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## CODE OF CONDUCT

*(Board Policy 5500)* - Respect for law and for those persons in authority shall be expected of all students. This includes conformity to District rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all students.

Discipline on District vehicles shall be the responsibility of the driver. When District vehicles are used for field trips and other District activities, however, the professional staff member in charge shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the Superintendent may suspend the transportation privileges of the student providing such suspension conforms with due-process and appropriate District and Local Educational Agency Board policies on suspension.

No student is to be detained after the close of day's program unless the parents of the student have been contacted and informed that their child is to be detained.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

## CRIMINAL CONVICTIONS-SEX OFFENDER REGISTRY

*(Board Policy 5510)* Students who are convicted of criminal conduct which requires their listing on the State's Sexual Offender Registry shall be prohibited from participating in:

- A. all extra-curricular activities;
- B. all in-school activities which deal with younger students, such as tutoring, classroom assistance, coaching, etc.;
- C. after school social activities, such as attendance at school-sponsored clubs, dances, athletic events, musical or theatrical performance, or outside clubs or activities, which meet on school property such as Girl or Boy Scouts, non-school athletics or religious or political groups;
- D. activities as designated in writing by the Superintendent or the student's school principal.

Any exceptions to the above exclusions must be approved by the student's school principal or the Superintendent.

The school principal may also adjust the student's classes and schedule to provide for adequate supervision and student safety during the school day.

## DEMONSTRATION/DISORDER

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Director to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## DISPLAYS OF AFFECTION

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

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## DRUG/SUBSTANCE ABUSE

*(Board Policy 5530)* - The school has a "Drug-Free" zone that extends 1000 feet beyond the School boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

### **Use of breath-test instruments**

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

"Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

## DUE PROCESS RIGHTS

*(Board Policy 5611)* - The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

### **Students subject to short-term suspension:**

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.



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**Students subject to long-term suspension or expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefor, and an opportunity to appear with a representative before the Local Educational Agency Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Local Educational Agency Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Local Educational Agency Board must act publicly. The Local Educational Agency Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01). If a student has a disability as defined by Michigan special education rules, then the procedures followed will be in accordance with the requirements of IDEA 2004

**EXPLOSIVES**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

**EXTORTION**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**FALSE ALARMS, FALSE REPORTS & BOMB THREATS**

A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**FORGERY, FALSIFICATION OF SCHOOL WORK, IDENTIFICATION,**

Forgery of hall/ bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

**GAMBLING**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**PROFANITY**

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/ or violates community held standards of good taste will be subject to disciplinary action.

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## PROPERTY DAMAGE

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

## SAFETY CONCERNS

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## SEARCH & SEIZURE

*(Board Policy 5771)* – The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

When there is reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines, the student shall be subject to disciplinary action and the communication device may be confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

## STUDENT DISCIPLINE

*(Board Policy 5600)* - The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly learning environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;

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- C. preserve the degree of order necessary to the educational program in which they are engaged;
  - D. respect the rights of others;
  - E. obey constituted authority and respond to those who hold that authority.

Data regarding disciplinary action(s) may be entered on a student's record when such notation can be used to assist counselors. All such information shall be removed from the student's permanent record prior to transfer of the record out of the District.

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable directive by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Any student disciplined by an employee of the District and Local Educational Agency Board shall have the right to notice of the infraction and a hearing before s/he is disciplined, and may appeal the determination thereof to the appropriate board.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a School environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions for the infractions of rules, which shall help the student learn to take responsibility for his/her actions.

The Superintendent shall publish to all students and the constituent local districts the District's rules regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct.

The supervisor shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **THEFT**

When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

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## **TOXIC & ASBESTOS HAZARDS (PESTICIDE APPLICATION)**

*(Board Policy 8431)* - The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Administration office upon request.

## **TRESPASSING**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## **UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

## **VIDEOTAPE ON DISTRICT PROPERTY**

*(Board Policy 7440.01)* - The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

## **WEAPON POSSESSION**

*(Board Policy 5772)* - A weapon includes, but is not limited to, firearms, guns of any type whatsoever including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. It also encompasses such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to false report a dangerous condition.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. Possession of a weapon may subject a student to expulsion and possible permanent exclusion.

It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/ her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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State law may require that a student be permanently expelled from school subject to a petition for possible reinstatement if s/he brings onto or has in his/ her possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

**Weapon Defined**

Any object which, in the manner in which it is used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of person. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/ or a cause for civil action. This violation may subject a student to expulsion.

**Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

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## BEHAVIORAL EXPECTATIONS - DLLC STUDENTS ONLY

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All behavioral expectations are taught and reinforced through Anger Regression Therapy (A.R.T.) class. This is part of the curriculum in all programs for students with emotional impairments.

1. **Work to the Best of your Ability.** The student will use time wisely to complete work, ask for help when needed, and promptly make-up any missed assignments.
2. **Follow Directions & Class Rules.** The student will follow all school and classroom rules and directions given by adults.
3. **Work Quietly/Use Appropriate Language.** The student will work quietly and independently unless given permission for cooperative activity. Appropriate language and subject matter is expected at all times.
4. **Keep Hands, Feet, Objects to Self.** The student will maintain personal space boundaries from peers (arm's length). Students will also keep objects to themselves (i.e. no throwing objects to or at another student).
5. **Demonstrate Proper Social Skills.** The student will follow standard social protocols (i.e.: "please", "thank-you," raising hand for permission to speak, etc.) and will demonstrate proper lunchroom behavior.
6. **Remain on Task.** The student is expected to remain on task, ignoring inappropriate or distracting behavior of others. He/she will be involved in the lesson or activity and cooperate with others.
7. **Maintain a Positive Attitude.** The student is expected to keep a positive attitude while working on academic work, interacting with peers, and speaking to staff.

### LEARNING STRATEGIES

Students will keep track of their own behaviors at specified time intervals on the seven behavioral areas above. Reminders for behaviors will be recorded by staff and are available to students to assist them in completing their point sheet each day. Behavioral progress determines the student's level.

### PERSONAL CLASSROOM GOALS

Students will keep track of their own behaviors at specified time intervals on their personal classroom goal sheet. Reminders for behaviors will be recorded by staff and are available to students to assist them in completing their point sheet each day. Behavioral progress determines the student's level.

### POINTS

Points are earned by achieving classroom goals and by adhering to level guidelines. Students are involved in self-monitoring and are encouraged to make good choices.

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## LEVEL GUIDELINES

All students begin on Level 2.

### LEVEL 1

1. No games at seat
2. No free time on computers
3. May not participate in any group activity without permission
4. No jewelry or personal items
5. May not watch movie with class
6. Work during break-time; must stay in assigned seat
7. Must use staff-issued pencil for all work
8. Need 70% of points for 5 days to move to Level 2
9. Three time-outs; no day advance
10. One-day drop for each time-out beyond 3
11. Three "Z's" allowed per day; points earned while on a "Z"

*"Z" = student requested 5-minute time away*

### LEVEL 2

1. Need staff permission to sit anywhere other than assigned seat
2. Must use staff-issued pencil for all work
3. Need 80% of points for 10 days to move to Level 3
4. Two time-outs; no day advance
5. One-day drop for each additional time-out beyond 2
6. Two "Z's" allowed per day; points earned while on a "Z"
7. May play games at desk during social times
8. May play games or use Internet during free time in computer lab (no Internet games)
9. May participate in all group activities
10. May watch movie with class

*Earned privilege not available in previous level.*

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### LEVEL 3

1. May participate in all group activities
2. Need staff permission to sit anywhere other than assigned seat
3. Must use staff-issued pencil for all work
4. May watch movie with class
5. Need 90% of points for 15 days to move to Level 4
6. One time-out; no day advance
7. One-day drop for each additional time-out
8. Two "Z's" allowed per day; points earned while on "Z"
9. May play games out of seat during social time
10. May play Internet based games during lab breaks
11. May wear earrings/facial jewelry
12. May carry wallet but will be inspected by staff upon entrance to school
13. May sit at priority table with padded chair
14. May take supervised breaks outside with staff at social time (15 minutes maximum)
15. May participate in field trips/off-campus activities

### LEVEL 4

1. May play games out of seat during social times
2. May participate in all group activities
3. Need staff permission to sit anywhere other than assigned seat
4. May watch movie with class
5. May sit at priority table with padded chair
6. May use computer (internet/games)
7. May take supervised breaks outside with staff at social time (15 minutes max)
8. Need 95% of points for 20 days to move to Level 5
9. One-day drop for each time-out
10. One "Z" allowed per day; points earned while on "Z"
11. May participate in field trips/off-campus activities
12. May bring MP3/CD player on bus
13. May wear "hoodie" sweatshirts
14. May play video game system during free time
15. May wear jewelry (earrings, bracelets, necklaces, rings on fingers)
16. May take out-of-seat breaks between subjects (water, restroom)
17. May tutor classmates with permission
18. May be considered for a transition plan which would allow returning to the home school



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## LEVEL 5

1. May play games out of seat during social times
2. May play computer games/Internet during social times
3. May wear hoodie sweatshirts
4. May bring wallet
5. May wear jewelry (earrings, bracelets, necklaces, rings on fingers)
6. May participate in all group activities
7. May watch movie with class
8. May sit at priority table (with padded chair)
9. May take supervised breaks outside with staff at social time (15 minutes max)
10. May participate in field trips/off-campus activities
11. May tutor classmates with permission
12. One-day drop for each time-out
13. One "Z" allowed per day; points earned while on "Z"
14. May choose seat in class
15. May bring cell phone to school; must be off and given to staff upon arrival
16. May get unlimited ice water during break times
17. May be considered for a transition plan with increased time in the home school.

## METHOD FOR DETERMINING LEVELS

- 70% of points in **Level 1**. Students may move to Level 2 after 5 days.
- 80% of points in **Level 2**. Students may move to Level 3 after 10 days.
- 90% of points in **Level 3**. Students may move to Level 4 after 15 days.
- 95% of points in **Level 4**. Students may move to Level 5 after 20 days.
- 95% of points in **Level 5**. Students may move to "No Level" after 25 days. At this point, students have earned privileges equal to those in a general education classroom. Expectations are high. These students act as role models for their peers.

Parents are requested to sign the student's point sheet daily.

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Automatic Drop of Level for the Following Behaviors:

1. Major unsafe acts or property destruction.
2. Physical aggression; could also be grounds for suspension or expulsion from school.
3. Threatening others; could also be grounds for suspension or expulsion from school.
4. Inappropriate sexual conduct; could also be grounds for suspension or expulsion from school.
5. Leaving classroom, building, or school grounds without permission.
6. Suspension.
7. Behaviors requiring hands-on by staff to move or restrain student.
8. Swearing.
9. Lying.
10. Willfully attempting to manipulate staff to sabotage classroom structure/rules.
11. Other major offenses of inappropriate behavior determined by staff member discretion.

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